Verification of Enrollment and Attendance Form

STUDENT IS CURRENTLY ENROLLED IN SCHOOL
(Public, Charter, Alternative, Private; In or Out of State)

STUDENT: 1) is currently enrolled in a program to prepare them for a GED, 2) has attended the program for at least 45 calendar days, and 3) is meeting the program's attendance requirements.

NO

YES

YES

NO

ISSUE FORM

DENY FORM

DENY FORM. If the student is not enrolled in school deny the form.

issued by the school where the student is currently enrolled, based on records forwarded from the old school to the new school. Students not enrolled in school or GED cannot be issued the form.

CREDIT ISSUED. Student was awarded a grade (passing) for each class the previous semester. NOTE: *A student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered.* **Texas Education Code §25.092**

NO

YES

ISSUE FORM

ACADEMIC FAILURE. The student failed one or more classes. Review attendance records for each class.

- **ISSUE THE FORM if attendance records reveal that the student attended 90 percent of each class but just received a failing grade(s).**
- **DENY THE FORM if the records reveal that the student did not attend 90 percent of each class and received a failing grade(s).**

NO GRADE. The student did not meet the 90% rule for one or more classes. Credit was denied in one or more classes.

- **ISSUE THE FORM if the school attendance committee (and/or administration) accepted the student's appeal and approved a plan to allow the student to reinstate credit for all classes. The student complied with the plan and credit for all classes was reinstated.**
- **DENY THE FORM if the student did not (or has not) comply with the plan.**
- **DENY THE FORM if the student complied with the plan but the plan did not reinstate credit for all classes.**
- **DENY THE FORM if the student did not appeal the absences.**
- **DENY THE FORM if the attendance committee did not accept the appeal.**